



**DEFENSE LOGISTICS AGENCY
DISTRIBUTION SUSQUEHANNA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PENNSYLVANIA 17070-5000**

APR 15 2016

MEMORANDUM FOR (b) (6)

SUBJECT: Appointment as Investigation Officer

References: (a) DoD Directive 5105.22, Defense Logistics Agency, May 17, 2006
(b) DLA Instruction 1438.06, Workplace Harassment Prevention and Response Policy
(c) Army Regulation 15-6, Procedures for Investigating Officers and Boards of Officers, dtd 02 Oct 06.

Pursuant to reference b above, you are hereby appointed to conduct an investigation into allegations that (b) (6) is harassing employees, through intimidation, bullying and threats, in retaliation for employees raising issues to the Hill Director. It is also alleged that (b) (6) has engaged in inappropriate conduct by openly discussing his sex life, inappropriately describing the anatomy of female employees, and wrongfully divulged personal details of employees to persons without a bone fide need to know. Among other things, your investigation will address each subject identified below and determine the following:

- a. Did the employee engage in harassment, as defined in reference b?
- b. Did the employee engage in unprofessional conduct, including but not limited to discussions of a sexual nature?
- c. Did the employee wrongfully divulge personal details of employees to other personnel who had no official need to know?

If you uncover evidence that indicates a more expansive investigation is warranted, you will seek approval prior to engaging in that regard. In conducting your investigation you are to follow (as guidance only) the procedures found in Army Regulation 15-6. All witnesses will be advised of the Privacy Act statement (see top of DLA Sworn Statement Form) before requesting that they provide personal information. All statements will be reduced to writing, will be placed on the DLA Sworn Statement Form 1623, and will be sworn and signed. You are authorized to administer oaths IAW Article 136(b)(4), UCMJ. Before questioning Federal employees, you will advise him/her of his/her Article 31(b) rights (military personnel) or Fifth Amendment rights (civilians), as appropriate.

You should obtain relevant documentation as promptly as possible. Prior to commencing your investigation, you will be briefed by (b) (6) with the Distribution Office of Counsel, who can be reached at (b) (6)

Additionally, this Counsel will advise you on all legal matters during this investigation. If during your investigation you come to suspect that any other person may have violated a criminal law, including the UCMJ, you are to discontinue that part of your inquiry and contact your legal advisor.

If you determine that you need administrative support or subject matter experts to assist you during the investigation, you will coordinate with the DLA Distribution Chief of Integration, who may appoint or designate said individual(s). This investigation and the preparation of this report will be your primary duty until it is completed and submitted to me. If you cannot meet this timeline or if it is necessary to broaden the scope of your investigation contact me for an extension. You may also contact your legal advisor who can request an extension on your behalf. Upon completing your investigation, you will make all relevant findings and conclusions in writing; your report will not include recommendations. Submit your written report directly to me NLT COB 8 May 2016.

(b) (6)

TWILA C. GONZALES SES
Deputy Commander